



# How to Write an Effective Resume

School of Nursing

May 23, 2017

# Career Search Path

Self-Discovery

Employment Targets

Resume/Professional Branding

Job Search Strategy/Networking

Interviewing

Career Management

## Resume Goals

- ✓ Communicate your qualifications and accomplishments to prospective employers.
- ✓ Self-marketing document that is tailored for the job you are applying.
- ✓ Convinces employers to want to interview you.
- ✗ A resume, by itself, will not get you a job.

# Targeted reverse chronological resume

- Targeted reverse chronological resume is the best way to demonstrate you have the requisite skills to meet the needs of the position.
- Create targeted resume for each position you are seeking. This will increase the likelihood that your resume will include the related skills.
- After first resume targeted for a specific position, use as a template for other positions.

# Parts of a Resume

**Caption** – Name, address, telephone number, personal email; Centered at the top of the page

**Objective Statement**- a good objective clearly states what you want and what you can do

- Challenging position where I can grow professionally and help others – vague
- RN position in pediatric critical care unit – clear

**Qualification Summary** – in few lines describe broad skills and highlights how they relate to the position seeking

- More than 20 years experience in clinical settings providing nursing care to infants, children and adolescents. Educational experience providing clinical guidance and instruction to nursing students on adolescent medical-surgery units.

# Parts of a Resume continued

**Education** – should be listed first if changing careers and your education is directly related to the position you are seeking. Include undergraduate GPA if 3.5 or above and graduate if 3.75 and above.

**Professional Experience** – the where and when of your experience in reverse chronological order. List all experiences related to nursing such as internships, part-time nursing assistantships, research projects, among others. It is acceptable to include experience that is not paid since this section is Professional Experience.

**The following may be used but are not required:**

**Professional Organizations**

**Volunteer or Community Experience** – include volunteer experience if relevant to the position you are seeking particularly if you had a leadership role.

**Other relevant experiences** – relevant publications, security clearances, language skills

**Honors Awards** – include honors and awards if unique, fairly recent and ideally relevant to your education and career goals.

# Joanne Smith

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## OBJECTIVE

Entry-level RN position in labor and delivery unit.

Objective – clearly states level of position seeking

## EDUCATION

**Johns Hopkins University School of Nursing**, Baltimore, MD

Expected May 2017

*Masters of Science in Nursing, Entry into Nursing Practice*

- GPA: 3.75/4.00

**Syracuse University**, Syracuse, NY

May 2014

*Bachelors of Science, Psychology*

- GPA: 3.90/4.00

## PROFESSIONAL EXPERIENCE

**Birth Companion**—Baltimore, MD

April 2016 - present

- Provide emotional and physical support to women during labor and delivery.
- Collaborate with women and medical staff during medical emergencies.
- Aid women coping with postpartum depression, anxiety, and stress.

Education - Listed first because new profession changing careers and your education is directly related to the position you are seeking. Include undergraduate GPA if 3.5 or above and graduate if 3.75 and above

coordinating transportation to visit baby in NICU, and assisting in breast feeding.

**Community Outreach Intern**—Baltimore, MD

November 2015 - June 2016

*Gilchrist Hospice Center at Joseph Richey House*

- Encouraged hospice patients to participate in life recall and comforted through presence, physical touch, and listening.
- Provided distraction and entertainment by playing guitar and singing with patients, playing cards, watching television with, and reading to patients.

## **PROFESSIONAL EXPERIENCE**

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### **Birth Companion**—Baltimore, MD

April 2016 - present

- Provide emotional and physical support to women in labor.
- Collaborate with women in realizing their ideal birth, while adapting their plans to changing medical circumstances.
- Aid women coping with the changes of having a child, including educating about postpartum depression, coordinating transportation to visit baby in NICU, and assisting in breast feeding.

### **Community Outreach Intern**—Baltimore, MD

November 2015 - June 2016

*Gilchrist Hospice Center at Joseph Richey House*

- Encouraged hospice patients to participate in life recall and comforted through presence, physical touch, and listening.
- Provided distraction and entertainment by playing guitar and singing with patients, playing cards, watching television with, and reading to patients.

## **CLINICAL EXPERIENCE**

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### **Labor and Delivery Synthesis Practicum**—Baltimore, MD

Expected 224 Hours

*Howard County General Hospital*

### **Pediatric School Age/Burns Unit**—Baltimore, MD

*Johns Hopkins Hospital*

### **Labor and Delivery/Postpartum**—Baltimore, MD

*Greater Baltimore Medical Center*

### **Community Health in the Prison System**—Jessup, MD

*Maryland Correctional Institute for Women*

### **Psychiatric Rehabilitation**—Baltimore, MD

*Harford Belair Community Mental Health Center*

### **Intermediate Medical Care Unit 7E**—Baltimore, MD

*Medstar Union Memorial Hospital*

### **Liver and GI Unit on Halsted 4**—Baltimore, MD

*Johns Hopkins Hospital*

Experience in reverse chronological order. List all experiences related to nursing such as internships, part-time nursing assistantships, research projects, among others. It is acceptable to include experience that is not paid since this section is Professional Experience.



<b>Intermediate Medical Care Unit /E</b> —Baltimore, MD <i>Medstar Union Memorial Hospital</i>	112 Hours
<b>Psychiatric Rehabilitation</b> —Baltimore, MD <i>Harford Belair Community Mental Health Center</i>	112 Hours
<b>Community Health in the Prison System</b> —Jessup, MD <i>Maryland Correctional Institute for Women</i>	112 Hours
<b>Labor and Delivery/Postpartum</b> —Baltimore, MD <i>Greater Baltimore Medical Center</i>	112 Hours
<b>Pediatric School Age/Burns Unit</b> —Baltimore, MD <i>Johns Hopkins Hospital</i>	112 Hours
<b>Labor and Delivery Synthesis Practicum</b> —Baltimore, MD <i>Howard County General Hospital</i>	Expected 224 Hours

#### **SUMMARY OF CLINICAL ACCOMPLISHMENTS**

- Responded immediately in code and rotated through performing chest compressions and providing oxygen via bag-valve maneuver to unresponsive patient.
- Identified patient who was at risk for harming someone, communicated therapeutically with him to gain more information, and informed staff immediately.
- Provided support, comfort, and direction to laboring mother as she pushed and instructed family members how to participate.
- Participated in care of neglected elderly women, including working with team to find her a better living location.
- Educated patient about medications and was able to identify reasons for previous refusal of blood thinners so that patient agreed to start taking them again.
- Spoke with various patients and family members in Arabic while still advocating for use of the translation system.

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## **LEADERSHIP AND ENGAGEMENT**

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**Student Senate, President**—Baltimore, MD

May 2016-present

*Johns Hopkins School of Nursing*

- Initiated and organized bi-weekly meetings and coordinated communication about meetings and activities with all members.
- Collaborated with fellow leaders, faculty, and administration in the application to become an official group.

**Geriatric Interest Group Member**—Baltimore, MD

April 2016-present

*Johns Hopkins School of Nursing*

- Organized and coordinated a musical band for prom event for senior citizens.
- Worked with other members to plan and set up for prom and holiday party for senior citizens.

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## **SKILLS, CERTIFICATIONS, & HONORS**

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- Certifications: CPR, BLS
- Electronic Health Records: Epic, Sunrise, and Powerchart by Cerner
- Equipment: Pyxis Medication System
- Conversational in Spanish
- Honors: Sigma Theta Tau International Society of Nursing, member of Nu Beta Chapter

# Guidelines for all Resumes

- All headings should stand out on the resume, use consistent font, boldness, size and capitalization
- Within each section, ordering of items should be the same
- Use strong action verbs
- Use bullets
- Take time to draft your resume – have it reviewed, expect to do a few versions
- Be specific about what you have done and can do –

Provided resources and supportive interventions for spouse and children of patient undergoing initial chemotherapy treatment.


Assisted with the administration of red blood cell products for patient with ruptured esophageal varices.

# DO'S



- Consider a different version for different job functions
- Put your strongest and most relevant selling points near the top
- Quantify your accomplishments whenever possible
- Keep it to one page, with a clean, readable font of 10-12 pts
- Use consistent margins, between 0.5" to 1" on all sides
- Check your spelling grammar, and punctuation
- Check for formatting inconsistencies

# DON'TS

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- List personal information (ex: social security number, marital status)
  - List everything you've ever done – be selective
  - Use personal pronouns
  - Use graphics or your picture
  - Use non-traditional fonts
  - Start bullets with “duties included” or “responsible for”
  - Abbreviate school and company names



Thank you,  
and thanks to the JHU Carey Business School  
for use of some of their materials.